

# APPENDIX VIII

## NATIONAL ARCHIVES OF INDIA

1976-77

### Administration

**Staff :** The staff strength of the National Archives of India, New Delhi, including that of Regional Offices at Bhopal and Jaipur as on 31st March, 1977 was as under :

| Category                             | Sanctioned Strength | Vacancies | Functional Strength |
|--------------------------------------|---------------------|-----------|---------------------|
| (i) Class I Gazetted . . . .         | 21                  | 8         | 13                  |
| (ii) Class II Gazetted . . . .       | 51                  | 14        | 37                  |
| (iii) Class II Non Gazetted . . . .  | 53                  | 16        | 37                  |
| (iv) Class III Establishment . . . . | 267                 | 64        | 203                 |
| (v) Class IV Ministerial . . . .     | 174                 | 31        | 143                 |
|                                      | 566                 | 133       | 433                 |

Shri K. D. Gupta officiating Assistant Director of Archives and Kumari A. Roy, Archivist retired from service on 31st December, 1976 and 31st October, 1976 respectively. Shri R. R. Agarwal, Archivist also retired from service on 30th June, 1976 but has since been re-employed as Assistant Archivist Grade I with effect from 3rd December, 1976 on temporary basis for six months.

Kumari E. David was appointed as Assistant Director of Archives on regular basis with effect from 1st March, 1976. On the recommendation of the Union Public Service Commission. S/Shri R. Meena, Kailash Behari, B. D. Saxena and P. S. Moideen were appointed Archivists (General) on regular basis with effect from 19th April, 76, 19th July, 76, 2nd August, 76 and 19th July, 76 respectively and Kumari Shanta Iwnati was appointed as Hindi Officer on regular basis with effect from 6th May, 77. Shri Kabir Kausar was appointed Archivist (Oriental Records) on regular basis with effect from 16th September, 76. Shri D. K. Chaudhury was appointed Microphotographer on regular basis with effect from 8th November, 76.

**Budget :** During 1976-77 a sum of Rs. 36,50,696.70 was spent out of a budget provision of Rs. 37 lakhs on the non-plan side and on the plan side a sum of Rs. 8,61,043.60 was spent out of a budget provision of Rs. 22.21 lakhs. For 1977-78 a budget provision of Rs. 38.39 lakhs has been admitted on the non-plan side and Rs. 35.54 lakhs on the plan side.

**Projects :** During the year under review five schemes were sanctioned viz., (i) Expansion of National Register, (ii) Expansion of Administration

and Library, (iii) Correspondence Course in Archival Science, (iv) Supply of Preservative Materials to States, and (v) Expansion of activities of Bhopal office. The total outlay of the National Archives for the Fifth Five Year Plan was revised and reduced to Rs. 157.65 lakhs (including Rs. 55.71 lakhs for capital expenditure) with an allocation of Rs. 43.24 lakhs for 1977-78.

**Building :** The design and plans for the proposed Annexe to the National Archives of India building, New Delhi has been approved by the Education Minister Dr. P. C. Chunder. The Government has also conveyed its administrative approval for constructing Phase I of the annexe for Rs. 2.22 crores. Necessary expenditure sanction to the tune of Rs. 50 lakh during the Fifth Five-Year Plan period has also been conveyed by the Government.

The Ministry of Works & Housing have, however, asked the Financial Adviser (Education) to review the entire proposal *denovo* in the light of the latest economy instructions of the Government of India, as the project is of a large magnitude involving a huge expenditure of Rs. 3.41 crores (Phase I & II) and to seek fresh approval of the Secretary (Education) and the Education Minister.

The Director of Archives has taken up the matter with Department of Culture emphasizing that the construction of the Annexe building is an inescapable and unavoidable project which should not be delayed further.

### Reference Media

Reference Media of the following series of Public Records as well as Private papers were prepared.

#### A. Public Records

| Department/Branch                              | Inclusive Years  | Bulk                          |
|--|--|-------------------------------|
| <b>1. Summary Inventory of Consultations :</b> |  |                               |
| Foreign: (Secret) Department                   | 1800—1811<br>(Volumes 1800, 1802 and 1811 were completed. Work on rest of the volumes is in progress). | 28,593<br>(Manuscript pages). |
| <b>2. Subject List of Files :</b>              |  |                               |
| Public Works Department.                       |  |                               |
| (a) General-A . . . . .                        | 1864—1898  | 16,770 Files                  |
| (b) Accounts General-A . . . . .               | 1884—1922  |                               |
| (c) Accounts Civil Works . . . . .             | 1916—1923  |                               |
| (d) Civil Works Building . . . . .             | 1887—1923  |                               |
| (e) Civil Works Communication . . . . .        | 1862—1866  |                               |
| (f) Irrigation-A . . . . .                     | 1869—1923  |                               |
| (g) Civil Works Irrigation . . . . .           | 1872—1896  |                               |
| (h) Establishment-A . . . . .                  | 1869—1923  |                               |
| (i) Accounts Establishment . . . . .           | 1880—1909  |                               |
| (j) Railways-A . . . . .                       | 1879—1893  |                               |
| (k) Account Railways . . . . .                 | 1864—1905  |                               |
| (l) Railway Construction . . . . .             | 1879—1901  |                               |
| (m) Miscellaneous . . . . .                    | 1864   |                               |

**B. Private Papers**

| Collection   | Items |
|--|-------|
| <b>1. Subject List</b>                             |       |
| (a) Dr. Rajendra Prasad Collection . . . . .       | 9,040 |
| (b) Dadabhai Naoroji Collection . . . . .          | 4,817 |
| (c) Raja Mahendra Pratap Collection . . . . .      | 524   |
| (d) B.D. Chaturvedi Collection . . . . .           | 363   |
| (e) P.S.S.Aiyer Collection . . . . .               | 168   |
| (f) History of Freedom Movement Material . . . . . | 164   |
| (g) P. K. Malviya Collection . . . . .             | 149   |

**2. Descriptive Docketing :** Descriptive docketing and classification of the Inayat Jang Collection :

- (a) 5,452 documents relating to the period of Muhammad Shah were docketed.
- (b) The arrangement of the documents of the reign of Aurangzeb has been taken up.

**Record Management**

**Archival Policy Resolution :** The Third Report of the Director of Archives on the implementation of Archival Policy Resolution during 1975-76, duly approved by the Department of Culture was printed and its copies were distributed among the Ministries/Departments/Offices.

A circular for the compilation of Fourth Report of Director of Archives on the implementation of Archival Policy Resolution was issued to all the Ministries. Large stress is laid on implementation of all the provisions and greater priority is given to the appointment of trained Record Officers, well organised Record Rooms, compilation/Revision of Retention Schedules etc.

**Appraisal of Records :** About 1,05,444 files pertaining to following record series were appraised : (a) President Secretariat (1873—1969); (b) Ministry of Defence (1873—1958); (c) Erstwhile Tariff Commission (1945—1974); (d) Ministry of External Affairs; (e) Office of the Comptroller and Auditor General of India; (f) Department of Rehabilitation; (g) Department of Agriculture (1941—51); (h) Department of Culture (1963—68); (i) Ministry of Finance (1947—51); (j) Records lying with the National Archives of India i.e. Central India Agency (1878—1947); and (k) National Archives of India's Series.

Out of the total records appraised 24.85 per cent were marked for retention.

While appraising the records of Ministries/Departments for house keeping jobs, Retention Schedule common to all Departments issued by the Department of Personnel and Administrative Reforms, Appendix 22 of the Central Secretariat Manual of Office Procedure (1972 Edition) and Appendix 13 of General Financial Rules and also Retention Schedule of functional files of the Ministries/Departments concerned prepared by them in consultation with National Archives of India, were used.

**Scrutiny of the Retention Schedule :** In accordance with para 6 of the Archival Policy Resolution, Retention Schedules compiled by Tariff Commission, Bombay, Ministry of Home Affairs, Inland Water Transport Directorate, New Delhi, Director General, Mines Safety, Dhanbad, Office of the Controller of Insurance, Simla, Department of Rehabilitation, Ministry of Finance, Department of Revenue and Banking, Economic Affairs and Insurance, Director General of Health Services were scrutinized and the recommendations in each case were transmitted to the concerned agencies for further necessary action.

**Inspection of Departmental Record Rooms :** To study the various archival problems Assistant Director of Archives (R. M.) inspected the Records Rooms of Lok Sabha Secretariat, Department of Education and Department of Culture and Ministry of Home Affairs. Besides he also visited the records of erstwhile Bharatpur State and the records of Commissioner of Income Tax, Patiala.

Another team of Officers inspected the records of the offices of Controller of Insurance and Labour Commission, and the General Mines Safety, Dhanbad. Inspection reports containing recommendations were sent to the concerned offices.

**Recording, Indexing and Appraisal of files :** In pursuance of Para 12 of Archival Policy Resolution a circular was issued to all Ministries/Departments with a view to collect information regarding the quarterly progress made by them on recording, indexing and appraisal of files, 177 Ministries/Departments had sent information during this period which is being tabulated.

**Framing of Statutory Rules :** For weeding of the Records of the Central Ministries, a draft bill on the Archival Law was forwarded to the Department of Culture. It is still under the consideration of the Government of India.

**Printing of Records :** A senior level inter-Departmental meeting was held on 7th July, 1976 in the Department of Culture under the Chairmanship of Smt. A. Dayanand to discuss further the question of Printing of old Government Records. It was decided in the above meeting that Printing would be the most suitable process for records of permanent value. Each Ministry was accordingly requested to supply detailed information about the backlog of unprinted records of 'A' category as well as the bulk of records of this category created during 1975-76, so that this important matter could be considered in detail and appropriate steps may be taken.

The details information as desired by Department of Culture for assessing the position with regards to printing of 'A' & 'B' category files of National Archives of India, has since been collected and the matter is being pursued further in the Department of Culture.

**Advisory Work :** Advice on technical aspects of Record Management was offered to the following institutions : (a) Ministry of Education, (b) Lok Sabha Secretariat, (c) Ministry of Defence, (d) Ministry of Finance, (e) Forest Research Institute, Dehradun, (f) Willingdon Hospital, New Delhi, (g) Supreme Court, and (h) Bihar State Archives. Besides representative officers from Indo-Tibetan Border Police and Rural Health Training Centre, Najafgarh also visited the Department and had discussions on the problems of Record Management.

**Arrangement and Servicing of Records :** During the period under review, 40,864 files, folios and maps were checked and 51,720 bundles, files volumes and maps were arranged. 48,576 files were amalgamated. While 48,148 requisitions for records were attended to, 53,418 records were restored. In addition 21 search cases were also dealt with.

### **Research and Reference**

**Number of Research Scholars :** During the period under review 662 Indian and Foreign Scholars availed themselves of the Research facilities.

**Reference Service :** 80 queries received from various Government Departments, Private Institutions and Individuals for information based on records were attended to.

### **Publication Programme**

**Fort William-India House Correspondence :** Under Scheme I of the publication programme of the Department Volume VII (Home Public, 1773—76) edited by Dr. R. P. Patwardhan and Volume XVI (Secret Foreign & Political, 1787—91) edited by Prof. S. H. Askari were received from the press and distributed.

**The Indian Archives :** The copies of Volume XXIII Nos. 1-2 (January—December, 1974) were received from the press and were distributed and the typescripts of Volume XXIV, No. 2 (July—December, 75) and Volume XXV No. 1 (January—June, 76) were sent to the press.

**Annual Report of the National Archives of India :** The Annual Report of the National Archives of India for 1975 was published and that for 1976 was made ready for the press.

**Indian Historical Records Commission :** Volume XLIII and XLIV came out of the press and Volume XLV is under print. "Index to the papers read at the Indian Historical Records Commission Sessions Part II (1958—1976)" has been published. A compendium of the Resolutions of Indian Historical Records Commission covering the years 1948—73 is under print.

**National Register of Private Records :** During the period under review Volume VII (1965-66) was brought out in cyclostyled form. In addition work on Volume VIII and Volume IX made progress.

**Bulletin of Research Theses and Dissertation :** The compilation of Volume VIII of the Bulletin of Research Theses and Dissertation was completed.

## Conservation

**Research and Advice :** Technical advice was rendered to a number of institutions and individuals for preservation and rehabilitation of documents. The Scientific Officer Incharge, Research Laboratory visited many record repositories and libraries to study the problems of insect infestation and suggested control measures in this regard.

A few samples of paper received from indigenous manufacturers were tested for their suitability, and one of such samples of paper, from M/s Ballarpur Paper and Straw Board Mills, an improved variety of Sunlit Twist Wrap paper has been found suitable for use, as a standard paper for permanent record.

**Repair and Rehabilitation of Records :** In all 92,598 sheets and 138 maps were repaired, while 14,993 sheets, 2,743 slips and 863 maps were freed from old patches of paste etc. 9,745 sheets were flattened. Also 90,173 sheets were deacidified and 838 maps were mounted. 83,744 sheets were guarded and 1,005 volumes, 1,216 books, 847 original consultations and 1,714 miscellaneous items were bound.

**Air-Cleaning and Fumigation :** 4,155 books, 628 files, 198 bundles and 105 volumes were fumigated. While 6,453 books and 200 files were aircleaned.

## Reprography

During the period under review reprographic services were rendered to various scholars and institutions. The following figures give the output of major items of work attended to :—

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|   |                |
|---|----------------|
| (a) Microfilming . . . . .              | 4,60,000 pages |
| (b) Positive Printing . . . . .         | 7,168 metres   |
| (c) Enlargements . . . . .              | 1,970 copies   |
| (d) Xerox copies . . . . .              | 10,614 copies  |
| (e) Microfilm Library Service . . . . . | 1851 rolls     |

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## Training in Archives-Keeping

One of the most important events of the year under review has been the establishment of a full-fledged Institute of Archival Training under the auspices of the Department, located at 35 Ferozshah Road, New Delhi. The same was formally inaugurated by Prof. R. S. Sharma, Chairman, Indian Council of Historical Research on 11th December, 1976.

**Diploma Course in Archives Keeping :** 14 trainees successfully completed training in the diploma course in Archives Keeping during 1975-76 and a new batch of 18 trainees for the year 1976-77 was admitted.

**Short Term Training :** A batch of 11 trainees deputed by the various Central/State Government Department underwent a Short Term Training course in the record management.

**Special Training Course :** 10 Nominees of the Government of Afghanistan under the Indo-Afghan Cultural Exchange Programme were trained in Archives administration during March—July, 1976. In addition, two special courses in repair of record and reprography were arranged for the 7 trainees of the National Research Laboratory for conservation of Cultural Property and 2 trainees nominated by the Government of Malaysia and the Vrindaban Research Institute respectively.

A special training programme was arranged for the study of records and microfilms for Shri U. Thein Hlaing, Assistant Lecturer, University of Rangoon who had come under the Indian Technical and Economic Co-operation programme of the Ministry of External Affairs.

### **Cultural Exchange Programme**

Cultural Exchange Programme with the following countries was finalized : (1) Hungary, (2) France (3) Federal Republic of Germany (4) German Democratic Republic and (5) U.S.S.R. Two archivists of this Department were deputed to Paris (France) from October, 1976 to March, 1977 in order to participate in the International Technical Training in Archives, under the Indo-French Cultural Exchange Programme. Dr. Heinz Boberach, Executive Director of Federal Republic of Germany visited India under the Indo-Federal Republic of Germany, Cultural Exchange Programme, and was familiarized with the archival system in the country.

**Distinguished Visitors :** Amongst the distinguished visitors who visited the Department during the period under review, mention may be made of the following:—

- (a) Mrs. Boyce from Canada accompanied by Deputy Educational Adviser Mrs. H. J. Moss;
- (b) Mr. Klaus Nyholm, Attache of Denmark;
- (c) Dr. Ivan Borsa, Hungary;
- (d) Miss Margaret F. Mackellour and Miss Kapasi from the United States Information Service, New Delhi;
- (e) Shri R. V. Chander Mouti of Gujarat;
- (f) Mrs. A. K. Commander from the India Office Library & Records, London;
- (g) Dr. Ashraf Ali from British Council, Dacca;
- (h) Members of the Estimate Committee of the Rajasthan Legislative Assembly, Jaipur; and
- (i) Shri Satyajit Ray and Shri Jindal in connection with their film 'Shatranj Ke Khilari'.

### **Committees and Conferences**

The most notable development of the year under report, concerned the International activities of National Archives of India. To promote the archival development in the region through cooperative efforts, South West Asia Regional Branch of International Council on Archives (SWARBICA) was inaugurated on 11th December, 76 by Prof. Nurul Hasan, the then Union Minister of Education and Social Welfare. In this connection a

three-days conference under the auspices of the Government of India was held at New Delhi. The Regional branch has been joined by five countries, viz., India, Bangladesh, Nepal, Sri Lanka and Iran.

Dr. S. N. Prasad, Director of Archives, visited Washington (USA) to attend the VIIIth Congress of the International Council on Archives and other allied meetings, wherein he also read a paper on "The Liberalization of Access and Use of Archives". Dr. Prasad was also unanimously elected as one of the two Vice-Presidents of the International Council on Archives. This is the first time that any archivist from the Third World has been elected as an office bearer of the Council. On the request of the Government of Maharashtra, he also visited Bombay to advise them regarding construction of a new Archives building and also to guide the local Director of Archives in formulating and implementing the scheme for preparing transcribed copies of pre-1750 records in their possession. During his visit, he also inspected the records of the Central Film Censor Board and gave advice on the record keeping problems. He also visited Vrindaban (U.P.) with Shri I. B. Roy, Archivist to survey the records of the Virindaban Research Institute and rendered advice on the proper maintenance and preservation of records.

On the invitation of the Government of Saudi Arabia, Shri S. A. I. Tirmizi, Deputy Director of Archives was deputed for one month (3 July—4 August, 76) to assist the Government of Saudi Arabia in planning their archival infra-structure. He also visited the various record repositories at Riyadh, Mecca, Madina and Jeddah. Under another programme he also visited London (20th October, 1976—20th November, 1976) for selecting records for the purpose of acquiring their microfilm copies to fill up the gaps in the series of records in the National Archives of India. On the guide lines drawn up by him, the work was further taken up and completed by Shri M. R. Sen Gupta, Archivist.

Shri R. C. Gupta, Deputy Director of Archives visited Kabul for ten days (24 August—3 September, 76) to advise the Afghanistan Government in setting up their Reprography Unit.

To make an on the spot study and submit a report on the establishment of Archives office at Port Blair Dr. Kulkarni was deputed by the Department, to visit Andaman. There he was also interviewed by the All India Radio, Port Blair, on the subject of Archives with special references to Andaman.

Shri S. N. Sharma and Shri M. L. Ahluwalia, the Assistant Directors of this Department attended the meeting of the Rajasthan Regional Records Survey Committee held at Jaipur and the Punjab History Conference held at Punjabi University Patiala respectively.

Shri J. C. Srivastava, Librarian of this Department attended the Indian Library Association Conference held at Kashmir.

### **Indian Historical Records Commission**

The Forty Fifth Session of the Indian Historical Records Commission was held on 1st and 2nd February, 1977 at Mysore. Prof. S. Nurul Hasan, the then Union Minister of Education, Social Welfare and Culture presided



over the Session. The Session was inaugurated by Shri D. V. Urs, Vice Chancellor, University of Mysore. Eminent historians and archivists from all over the country attended the session.

An exhibition of historical documents organized on the occasion was inaugurated by Shri Samuel Appaji, Divisional Commissioner, Mysore. The main theme of the exhibition was "Karnataka during post-1600 period relating to social, economical, political and cultural aspects". In all seven institutions (including National Archives of India) participated in the exhibition. It received wide publicity through newspapers and attracted a large number of visitors.

Four resolutions and five recommendations on different important aspects were passed at the Session.

Nine papers based on the newly discovered original records pertaining to the post-1600 period of Indian History were presented at the Academic Session of the Commission.

On this occasion a symposium on "Records of Business Houses" was also organised wherein eminent scholars read their respective papers.

### **National Committee of Archivists**

The 29th Meeting of the National Committee of Archivists was held at Mysore on 3rd February, 1977 under the Chairmanship of the Director National Archives of India. Various heads of the State Archives discussed their mutual archival problems. Six Resolutions and two recommendations on different subjects were passed.

### **Towards Freedom Project**

Under the project "Towards Freedom" the preliminary selection of records, for the years 1937—47 of the Viceroy's Executive Council (Cabinet Secretariat), President's Secretariat, and the Ministry of External Affairs was completed. For collection of material for the project, following series of private papers and public records were examined: (a) Banarasi Das Chaturvedi Papers, (b) Sir Jehangir Coyaji Papers, (c) Jayakar Papers, (d) Bhulabhai Desai Papers, (e) Purushottam Das Tondon Papers, (f) V. J. Patel and Netaji Bose's Papers, (g) Dr. Sampurnanand Collection, (h) G. B. Pant Collection, (i) Gandhiji Collection, (j) Political (Secret) Records, (k) Home (Political) Records, (l) Ministry of Defence, and (m) Microfilm rolls of the Crown Representative Papers, Zetland Papers, Haig Papers, Erskine Papers and Linlithgow Papers.

The Records housed in the State Archives of Andhra Pradesh, Tamil Nadu, Assam and Meghalaya, Bihar, Manipur, West Bengal and the Union territories of Delhi and Andaman were also examined.

About 16,906 pages have been typed during the period under review, out of which 2,576 have been sent to Indian Council of Historical Research.

## Manual of Indian Archives

The first draft of the Manual was completed during the period under report. Approval and clearance of the same by the Advisory Committee is awaited.

### Guide to the Records

During the period under report, Part II of the "Guide to the Records in the National Archives of India": Home Department/Ministry of Home Affairs (1748—1957) was compiled. In addition abstract lists of the following records were prepared: (a) Foreign Department (1755—1882), (b) Education, Health and Lands Department (1871—1945), (c) Public Works Department (1860—1923), (d) Department/Ministry of Education (1945—51), (e) Department/Ministry of Health (1945—47), (f) Department/Ministry of Agriculture (1945—57), and (g) Imperial/Indian Council of Agricultural Research (1929—1951).

### Library

During the period under review 6,156 books, including the rare **Waqiat-i-Darul-Hukumat-i-Delhi** (Part 3) were acquired and 6,156 titles were amalgamated.

### Exhibition

An exhibition of original documents, contemporary news-papers and photographs was organized on the occasion of the inauguration of the Regional Branch of the International Council on Archives concerning South and West Asian countries. 106 documents including contemporary photographs were exhibited depicting bilateral relations among the countries of the region.

### हिन्दी अनुभाग

हिन्दी अनुभाग ने राजभाषा अधिनियम के अनुसार सरकारी कामकाज में हिन्दी के अधिकाधिक प्रयोग के सम्बन्ध में निम्नलिखित कार्य किये :—

1. हिन्दी प्रशिक्षण योजना के अन्तर्गत कर्मचारियों को प्रशिक्षण प्राप्त करने के लिये भेजा गया।
2. हिन्दी प्रशिक्षण योजना से सम्बन्धित अर्ध-वार्षिक रिपोर्ट सम्बद्ध मन्त्रालय को समय पर भेजी गई। इस वर्ष विशेष रूप से संसदीय राजभाषा समिति द्वारा जारी की गई प्रश्नावली (भोपाल और दिल्ली कार्यालयों की सूचना भर कर) सम्बद्ध मन्त्रालय को भेजी गई।
3. राष्ट्रीय अभिलेखागार की प्रत्येक शाखा से हिन्दी में अधिकाधिक प्रयोग की तिमाही रिपोर्ट प्राप्त करके सम्बद्ध मन्त्रालय को भेजी गई।
4. इसके अतिरिक्त निदेशक महोदय की अध्यक्षता में एक राजभाषा कार्यान्वित समिति प्रत्येक तिमाही की बैठक में गृह मन्त्रालय के अनुदेशों और हिन्दी शिक्षण योजना के अधीन कर्मचारियों के हिन्दी प्रशिक्षण, हिन्दी टंकण और हिन्दी आशुलिपि पर हुई प्रगति की समीक्षा करती है।

1975 की वार्षिक रिपोर्ट द्विभाषी (हिन्दी तथा अंग्रेजी) रूप में प्रकाशित की गई तथा सरकारी पत्र व्यवहार का आवश्यकतानुसार हिन्दी में अनुवाद किया गया।

## National Archives of India, Bhopal

**Budget :** During 1976-77 a sum of Rs. 2,26,297.63 was spent out of a budget provision of Rs. 2,37,000.00 on the Non-Plan side and a sum of Rs. 14,186.35 against the budget provision of Rs. 14,000.00 on the Plan side. For 1977-78 a budget provision of Rs. 2,60,000.00 has been admitted on the Non-Plan side and Rs. 1,21,000.00 on the Plan side.

**Building :** The Regional Office, National Archives of India, Bhopal has its own building. The construction of two more floors (2nd and 3rd) of the office building has since been completed.

**Appraisal of Records :** 2,933 files pertaining to the Government of India; Home Department (1860—1933), and 2,294 files belonging to the Government of India, Department of Commerce and Industry (1860—1936) were examined and listed.

**Research and Reference :** Two scholars availed themselves of the research facilities and 3 queries received from private agencies were attended to. 374 Records were requisitioned by the Research Scholars during the period under review. Reference Media of the following series of records were prepared.

| Name of the Department                                      | No. of files | Inclusive Years |
|---|--------------|-----------------|
| Government of India, Home Department                        | 2,933        | 1860—1933       |
| Government of India, Department of<br>Commerce and Industry | 2,294        | 1860—1936       |

**Conservation :** During the period under review 19,327 sheets were flattened, 18,896 sheets were repaired, 17,823 sheets were guarded and 171 books, maps and volumes were bound.

**Photo-Duplication :** The Archives has no microfilming unit of its own.

**Library :** Six books were acquired during the period under review.

### RECORD CENTRE (NATIONAL ARCHIVES OF INDIA), JAIPUR

**Administration :** A new Record Centre was established at Jaipur and it started functioning w.e.f. 3rd January, 77. It will serve as an intermediate record repository for housing the records of the Central Government Offices/Departments in that region.

The Centre is headed by an Assistant Director with the following supporting staff :

|                                       |   |
|---------------------------------------|---|
| Archivist . . . . .                   | 1 |
| Assistant Archivist (Gr. I) . . . . . | 1 |
| Assistant . . . . .                   | 1 |
| Lower Division Clerk . . . . .        | 1 |

One helper was appointed in February, 1977.

The sanctioned strength of the Staff however is 23.

**Budget :** Budget Provision of Rs. 1.69 lakhs was made on the plan side for the year 1976-77. For 1977-78 a budget provision of Rs. 3 lakhs is made on the plan side.

**Building :** The Archives has no building of its own.

**Record Management :** Appraisal of about 4,000 files received from Tariff Commission Office, was taken up.

**Research and Reference :** No work was done in this regard.

**Reference Media :** No work was done in this regard.

**Publication Programme :** No programme for publication was taken up.

**Preservation of Records :** } Efforts are being made to set up both  
**Photo-Duplication :** } the Preservation Unit and Reprography-  
Unit.

### Significant Development since the Close of the Financial Year

**Exhibition :** On the occasion of the First Summer Institute for Persian Teachers organized by the Jawaharlal Nehru University in collaboration with the Iran Cultural Foundation, Tehran, the National Archives of India put up an exhibition of Persian documents and manuscripts. The exhibition was inaugurated on the afternoon of 30th May, 1977 and was visited by a number of Persian teachers and some Iranian delegates. Documents and manuscripts covering the period 1289—1885 were displayed.

**Committee and Conference :** The Hon'ble Education Minister Dr. P. C. Chunder visited this Department on 10th May, 1977.

Shri S. A. I. Tirmizi, Deputy Director of Archives has been appointed a Member of the Sigillography Committee and Shri M. L. Ahluwalia, Assistant Director of Archives, a Member of the Business Archives Centre of the International Council on Archives.

The members of SWARBICA unanimously decided to locate the Secretariat of the branch in the National Archives of India at New Delhi, and two Assistant Directors of the National Archives of India, namely Dr. N. H. Kulkarnee and Shri Ranbir Kishore, were unanimously elected to the key positions of the Secretary General and the Treasurer respectively.

## NATIONAL ARCHIVES OF INDIA 1977-78

### Administration

**Staff :** The Staff Strength of the National Archives of India, New Delhi including that of Regional Offices at Bhopal and Jaipur as on 31st March, 1978 was as under :

| Category                               | Sanctioned Strength | Vacancies | Functional Strength |
|--|---------------------|-----------|---------------------|
| (i) Class I Gazetted . . . . .         | 21                  | 4         | 17                  |
| (ii) Class II Gazetted . . . . .       | 53                  | 9         | 44                  |
| (iii) Class II Non-Gazetted . . . . .  | 53                  | 11        | 42                  |
| (iv) Class III Establishment . . . . . | 276                 | 69        | 207                 |
| (v) Class IV . . . . .                 | 184                 | 43        | 141                 |
|  | 587                 | 136       | 451                 |

S/Shri I. N. Verma, S. K. Sarkar, T. V. Haranatha Babu, Smt. Shukla Singh and Dr. R. K. Perti were appointed as Assistant Directors of Archives, during the period under review.

Shri S. N. Jaiswal, Assistant Director of Archives expired on 11th June, 1977 while Shri J. L. Bhatnagar, permanent Assistant Engineer retired from service on 31st October, 1977.

During 1977-78 following officers were appointed as Archivists (General): Shri Suraj Parkash, Shri Duli Chand, Shri P. K. Malik, Shri K. S. Talwar, Shri I. B. Roy, Shri S. K. Khatri, Shri Nirmal Kant, Km. Meena Kumari Sharma, Km. Krishna Chaudhry and Shri M. S. Khan. Dr. Raj Paul Malik and Shri Rajinder Prasad were appointed as Scientific Officers.

**Budget :** During 1977-78 a sum of Rs. 13.38 lakhs was spent out of the budget provision of Rs. 35.54 lakhs on the plan side, and on the non-plan side a sum of Rs.34.30 lakhs was spent out of the budget provision of Rs. 38.39 lakhs. For 1978-79, a budget provision of Rs. 24.95 lakhs has been made on the plan side and Rs. 38.81 lakhs on the non-Plan side.

**Project :** During the year under report the plan schemes sanctioned earlier were continued. The progress achieved in the implementation of the schemes was satisfactory.

**Building :** On getting Government of India's administrative approval and expenditure sanctions for the construction of extension to the National Archives of India building (Phase-I), the Government entered into an agreement with Shri C. P. Kukreja, Architect, for planning and supervision of the proposed annexe. It is understood from the Chief Engineer (NDZ), C.P.W.D., New Delhi, that some drawings have already been since received from the Architect.

**Reference Media :** Reference Media of the following series of Public Records as Private Papers were prepared.

### A. PUBLIC RECORDS

| Department/Branch  | Inclusive Years  | Bulk                          |
|--|--|-------------------------------|
| <b>1. Summary Inventory of Consultations :</b>   |  |                               |
| Foreign (Secret) Department  | 1799—1811<br>(Volumes for the years 1803 and 1804 under the series i.e. 1799—1811 were completed during the period). | 20,416<br>Manuscript<br>Pages |
| <b>2. Subject Lists of Files :</b>   |  |                               |
| (a) Public Work Department :   |  |                               |
| (i) Irrigation 'A' . . . . .   | 1896—1906  | }                             |
| (ii) Railway Construction 'A' . . . . .  | 1901—1905  |                               |
| (iii) General 'A' . . . . .  | 1898—1921  |                               |
| (iv) Communication 'A' . . . . .   | 1867—1881  |                               |
| (v) Civil Works Building . . . . .   | 1864—1881  |                               |
| (vi) Railway 'A' . . . . .   | 1860—1879  |                               |
| (vii) Railway Traffic 'A' . . . . .  | 1888—1896  |                               |
| (b) Home Department :  |  |                               |
| (i) Priority Passage Section . . . . .   | 1943—1951  | }                             |
| (ii) Re-employment and Reconstruction Section . . . . .  | 1947   |                               |
| (iii) Linguistic Survey . . . . .  | 1896—1903  |                               |
| (iv) Special Recruitment Board . . . . .   | 1948—1951  |                               |
| (v) Director General Civil Aviation . . . . .  | 1947—1953  |                               |
| (vi) Government of India Public Deposit 'A' & 'B' . . . . .  | 1900—1922  |                               |
| (vii) Ministry of Labour . . . . .   | 1944—1946  |                               |
| (viii) Office of the Private Secretary to His Excellency the Viceroy and its successor bodies (Honours Branch) . . . . . | 1910—1940  |                               |
|  | 1944—1958  |                               |
|  |  |                               |
| <b>3. Check Lists :</b>  |  |                               |
| (i) Civil Works, Coal and Iron 'A' . . . . .   | 1882—1905  | }                             |
| (ii) Building and Road Establishment 'A' . . . . .   | 1872—1882  |                               |
| (iii) Civil Works and Military 'A' . . . . .   |  |                               |
| (iv) Establishment General 'A' . . . . .   | 1870—1879  |                               |
| (v) Civil Works and Electricity 'A' . . . . .  | 1899—1917  |                               |
| (vi) Civil Works Communication 'A' . . . . .   | 1882—1919  |                               |
| (vii) Forest Proceedings Revenue 'A' . . . . .   | 1861—1871  |                               |
| (viii) Telegraph Establishment 'A' . . . . .   | 1871—1903  |                               |
| (ix) Establishment 'A' . . . . .   | 1869—1905  |                               |
| (x) Railway . . . . .  | 1863—1872  |                               |
| (xi) Railway Project . . . . .   | 1898—1905  |                               |
| (xii) Post Office . . . . .  | 1921—1923  |                               |
| (xiii) Telegraph . . . . .   | 1870—1905  |                               |
| (xiv) State Railway . . . . .  | 1871—1873  |                               |
| (xv) Railway Statistics . . . . .  | 1891—1905  |                               |
| (xvi) Railway Traffic . . . . .  | 1897—1905  |                               |
| (xvii) Public Works Department Railway Stores . . . . .  | 1880—1905  |                               |
| (xviii) Public Works Department Establishment . . . . .  | 1921—1923  |                               |
| (xix) Civil Works Irrigation . . . . .   | 1907—1913  |                               |
|  |  | 13,999<br>Files               |

## B. PRIVATE PAPERS

| Collections                                | Items                                |
|--|--------------------------------------|
| <b>1. Subject List</b>                     |                                      |
| (i) Rajendra Prasad Papers . . . . .       | 7,278                                |
| (ii) Dadabhai Naroji Papers . . . . .      | 4,119                                |
| (iii) P. K. Malaviya . . . . .             | 1,350                                |
| (iv) Raja Mahendra Pratap Papers . . . . . | 248 items and press<br>633 clippings |
| (v) B.D. Chaturvedi Papers . . . . .       | 643                                  |
| (vi) P.S.S. Aiyer Papers . . . . .         | 11                                   |
| <b>Microfilms</b>                          |                                      |
| Dufferin Papers . . . . .                  | 1,060 Reel No. 490                   |

**2. Descriptive Docketing :** Descriptive docketing and chronological arrangement of the Inayat Jang collection :

- 1,596 documents relating to the period of Muhammad Shah were docketed.
- 15,000 documents of Inayat Jang collection pertaining to the reign of Aurangzeb were chronologically arranged.

### Record Management

**Archival Policy Resolution :** The Fourth Report of the Director of Archives on the implementation of Archival Policy Resolution during 1976-77, duly approved by the Department of Culture, was printed and its copies were distributed among the Ministries/Departments/Offices.

A circular for the compilation of Fifth Report of Director of Archives on the implementation of Archival Policy Resolution was issued to all the Ministries.

**Appraisal of Records :** During the period the records of the following Ministries/Departments/Agencies were appraised :

(i) Ministry of Works and Housing, (1934—52), (ii) Ministry of Agriculture, (1954—76), (iii) Ministry of Home Affairs, (1895—1953), (iv) Department of Science and Technology, (1901—52), (v) Department of Expenditure, (1924—51), (vi) Department of Revenue, (1917—46), (vii) Department of Culture, (1920—49), (viii) Archaeological Survey of India, (1902—52), (ix) Department of Health, (1948—52), (x) Bundelkhand Agency, (1873—1911; 1913—1946), (xi) Central India Agency, (1872—1952), (xii) Rajputana Agency, (1826—47), (xiii) Southern C. I. States, (1876—1947), (xiv) Bhopawar Political Agency, (1874—1920), (xv) Bhopal Political Agency, (1873—1947), (xvi) Imperial Record Department/National Archives of India Records, (1942—67), (xvii) Public Works Department (1868—1923), and (xviii) Malwa Agency, (1876—1947).

Out of 1,14,563 files appraised, 47.66%, were marked for retention.

While appraising the records of Ministries/Departments, the following guidelines were used: Retention Schedule common to all Departments issued by the Department of Personnel and Administrative Reforms, Appendix 22 of the Central Secretariat Manual of Office Procedure (1977 Edition) and Appendix 13 of General Financial Rules and also Retention Schedules of Functional files of the Ministries/Departments concerned, prepared by them in consultation with National Archives of India.

**Scrutiny of the Retention Schedule :** In accordance with para 6 of the Archival Policy Resolution, Retention Schedules of the following Ministries/Departments were scrutinized: Ministry of Defence; Department of Science and Technology; Department of Revenue and Banking; Department of Economic Affairs; Commissioner of Scheduled Castes and Scheduled Tribes; Gold Control Section (Ministry of Finance); Director General of Health Services; Shipping Development Fund Committee; Central Board of Film Censors and Port Health Organisation.

On the spot studies of the Retention Schedules of the following agencies were also completed: Department of Agriculture; Cabinet Secretariat; Indian Council of Agricultural Research and National Archives of India. Reports on these Retention Schedules are being presently finalised.

**Information on Archival Assets of the Central Ministries etc.:** In order to collect an up-to-date information on the Archival Assets of the Ministries/Departments, reminders were issued to such officers which had not furnished the information. The total number of non-current records with the Central Government Ministries/Departments/Offices is estimated to be; 390846 files, 3340 bound volumes, 5363 books, 10245 bills, 252 registers, 23787 charts, 32,221,064 cards, 740 bundles and 7926 other types of record materials.

**Framing of Statutory Rules :** A draft bill on the Archival Law is being revised in consultation with Ministry of Law in Department of Legal Affairs.

**Printing of Records :** In view of the objection raised by the Directorate of Printing against the earlier suggestion regarding printing of permanent records by some Ministries, it was resolved that the copies could be prepared by microfilming/xeroxing. This is being considered.

**Advisory Work :** Advice on different technical aspects of Record Management was offered to the following Ministries/Department/Offices: Ministries of Works and Housing, External Affairs, Civil Supplies and Co-operation, Health and Family Welfare, Department of Rehabilitation; Krishna Godawari Water Disputes Tribunal; Shipping Development Fund Committee; Director General of Observatories; Office of the Income, Wages and Price Commission; Cabinet Secretariat, Rail India Technical Economic Service, New Delhi; Commissioner of Income Tax and Central Institute of Fisheries Cochin; Registrar of Companies, Kerala; Mayo College, Ajmer; Fertilizer Corporation of India, Sindri; Jammu and Kashmir State Government.

Besides, advice regarding appointment of full-time staff in the respective records room was also given to the following: Ministry of Defence;



Department of Food, Director General of Observatories; Archaeological Survey of India, all in New Delhi and India Security Press, Nasik.

Advice regarding preparation of retention schedules was given to the Ministry of External Affairs; Department of Rehabilitation; Prime Minister's Office; Air Head Quarters; Director General of Posts and Telegraph, New Delhi.

Posts and Telegraph Board, Historical Division of Ministry of Defence and Department of Culture, New Delhi were advised on weeding of records.

Assistant Director of Archives (RM) also attended the meetings of O & M Officers in the Department of Personnel and Administrative Reforms.

**Arrangement and Servicing of Records :** During the period under review 4594 files, folios and maps were checked, 35,666 bundles, files, volumes and maps were arranged, 1,811 files were amalgamated, 59,317 requisitions for records were attended to and 66,803 records were restored.

### Research and Reference

**Number of Research Scholars :** During the period under review, 617 Indian and Foreign Scholars availed themselves of the research facilities.

**Reference Service :** During 1977-78, 27 queries on records from Government agencies and 78 search cases on records from private agencies/individuals were attended to.

### Publication Programme

**Fort William-India House Correspondence :** Under Scheme I of the publication programme of the Department, proof-copy of the volume XII (Public) edited by Prof. Amal Tripathi was received from the press and the work regarding preparation of Index to the same was completed.

**The Indian Archives :** The copies of Volume XXIV No. 1 (January—June, 1975), Volume XXIV No. 2 (July—December, 1975) and Volume XXV No. 1 (January—June, 1976) were received from the press and distributed.

The typescript of volume XXV No. 2 (July—December, 1976) was sent to press and the compilation of volume XXVI No. 1 and 2 (January—December, 1977) was taken up.

**Annual Report :** Printing of the Annual Report of the National Archives of India—1976 made progress in the press, whereas compilation of the Annual Report for 1977 was taken up.

**Indian Historical Records Commission :** Printing of the Volume XLV of the Proceedings of the Indian Historical Records Commission is nearing completion. The volume entitled 'Resolutions of Indian Historical Records Commission Volume II, 1948—73' came out of the press.

**Bulletin of Research Theses and Dissertations :** During the period under review volume VIII (1974-75) was brought out in cyclostyled form and distributed.

**National Register of Private Records :** During 1977-78 Volume VIII (1966-67) was brought out in cyclostyled form and distributed. In addition volume IX was compiled and work on volumes X and XI was also taken up.

**Guide to the Records in the National Archives of India :** Part II of the Guide, covering records of the Home Department/Ministry of Home Affairs (1748—1957), was brought out in cyclostyled form and made ready for distribution.

Besides, the Department also brought out "Catalogue of the Historical Maps of the Survey of India (1700—1900)", in its custody.

### **Regional Record Survey Committee**

During the period Regional Records Survey Committees were re-constituted in Karnataka, Madhya Pradesh and Uttar Pradesh while the period of Regional Records Survey Committee, Gujarat, was extended upto 25th September, 1980. Besides, Maharashtra State Board for Archives and Archaeology was reconstituted to discharge the functions of Regional Records Survey Committee in the State.

The meetings of Regional Records Survey Committee of Gujarat, Karnataka and Delhi were held on 22nd September, 1977, 4th November, 1977 and 13th January, 1978 respectively, and the first two were attended by a representative of this Department.

Guidelines regarding compilation of information for National Register were sent to all the State Archives/Regional Records Survey Committees/Union Territories.

### **Conservation**

Technical advice on various aspects of preservation and repair of records was also given to the following: Tamil Nadu, Uttar Pradesh and Rajasthan State Archives, Rabindra Bhavan, Visva Bharati University and to Shri K. S. Chandhari, Officer Commanding, N.C.C., Patna.

Research Laboratory continued testing of repair and preservative material of indigenous origin to study their suitability for reinforcement and their use in preservative treatment of records in its custody. A few samples of chiffon, ledger paper, cellulose acetate foil, tissue paper, waxed paper, printing paper, hand made paper etc., were examined during this period. Advice on the suitability of cellulose acetate foil and a few other synthetic fabrics regarding their use and durability for repair of brittle documents was also rendered to Dr. Lokesh Chandra, M.P., International Academy of Indian Culture and Anand Bazar Patrika, Calcutta.

The Deputy Director of Archives (P), Assistant Director of Archives (P) and Scientific Officer of the Department attended a Seminar on 'Conservation of Cultural Property' on 9th and 10th February, 1978, organised by the Indian Association for the study of Conservation of Cultural Property at National Museum, New Delhi. S/Shri Ranbir Kishore, C. P. Mehra, V. V. Talwar and Y. P. Kathpalia also read papers on the occasion.

**Repair and Rehabilitation of Records :** In all 11,762 sheets were flattened, 41,538 sheets were repaired with tissue paper, 179 sheets and 4 maps were repaired with chiffon and 74,475 sheets and 14 maps were repaired with acetate foil and 61,074 sheets and 36 original consultations were guarded, while 1,210 volumes, 1,111 books, 7 maps, 10 original consultations and 1,011 Miscellaneous items were bound.

**Air Cleaning and Fumigation :** During the period under report 267 files, 280 maps, 60 books and 28 bundles were air-cleaned. About 1,262 books, 280 maps and 28 bundles were fumigated.

### Reprography

Technical information on reprography was given to various Libraries, Archives and other institutions.

The following figures give the total output of the work attended to during the period under review :—

- (i) Microfilming—2,89,054 Exposures.
- (ii) Positive Printing—6,783 Metres.
- (iii) Xerox copies—9,285 copies.
- (iv) Photo copies—1,836 copies.
- (v) Indexing of films—656 rolls.
- (vi) Servicing of films—1,871 rolls.
- (vii) Reflex Printing—40 copies.

### Training in Archives Keeping

**Diploma Course in Archives Keeping :** During the period under report, 15 candidates were admitted to the One Year Diploma Course in Archives Keeping.

**Short Term Training :** Two short term courses one in Record Management and the other in Repair of Records, of 8 weeks and 6 weeks duration respectively were organized. Candidates sponsored by various Central/State Government Departments participated in these courses.

**Special Training Course :** Special Training facilities in various techniques of preservation and repairs, were provided to two nominees of the Maharashtra State Archives.

A special feature of the period has been the organization of a workshop on 'Care and Preservation of Library Materials' organized by National Archives of India in collaboration with the National Research Laboratory for conservation of cultural property. 15 delegates deputed by various libraries in India participated in the workshop.

The work in connection with the Correspondence Course Training is in progress.

### Cultural Exchange Programme

Under the programme, two senior officers of the Russian Archives visited India during December, 1977 and they were familiarized with the

working of National Archives of India and the State Archives of Andhra Pradesh and Tamil Nadu.

Two rolls of records of Hungarian interest, and three lists of records of Turkish interest available amongst the records in the custody of the Department were forwarded to Hungary and Turkish Archives respectively. One microfilm of Records of Indian interest was also received from National Library of Australia.

**Distinguished Visitors :** Amongst the distinguished visitors who visited the Department during the period under review, mention may be made of the following: (a) Dr. George Banmann, Head of the History and Culture Department, West Germany, (b) Mr. John J. Landers, Executive Director of National Archives and Research Service, Washington, (c) Five members of the Assam Legislative Assembly, and (d) Shri O. P. Bhardwaj, Director Haryana State Archives.

### **Committees and Conferences**

To demarcate the spheres of work of Record Management, between the National Archives of India and Department of Personnel and Administrative Reforms, Dr. S. N. Prasad, Director of Archives, attended a meeting of the Department of Personnel and Administrative Reforms held on 4th August, 1977. He attended a symposium sponsored by the International Council on Archives Committee on Archival Development and its Bureau meeting held at New York and New Jersey, respectively on 21st and 24th March, 1978. He also visited India Office Library and Records, London, to discuss matters relating to the acquisition of microfilm copies of records of Indian interest under the exchange agreement.

Shri S. N. Sharma, Assistant Director of Archives participated in the deliberations of the Regional Records Survey Committee of Gujarat at Gandhinagar (Ahmedabad) on 22nd September, 1977.

Shri M. L. Ahluwalia, Assistant Director of Archives attended meetings of O & M Officers on 12th, 14th and 17th August, 1977, in connection with the problems of record management.

### **Towards Freedom Project**

The Project made further progress in selection of material. Records in the custody of the National Archives of India and few other states of India also were examined and selections were made from the following series of private papers and public records :

- (a) Home Political Records 1942—45,
- (b) Political (Secret) Records 1943—45,
- (c) External Affairs Records 1941-42,
- (d) War Department Records 1943,
- (e) Reforms Office Records 1941—45,
- (f) Ministry of Labour Records 1937—47,
- (g) Crown Representative Records of Hyderabad Residency 1937—47,

- (h) Dr. Rajendra Prasad Papers 1938—40,
- (i) Jayakar Papers 1937—47,
- (j) Linlithgow, Collection 1937,
- (k) Erskine Collection 1938 and
- (l) Haig Collection 1937—39. About 12,000 pages were typed during the period under report.

### Manual of Indian Archives

During the period under report the comments of the Members of the Advisory Committee were received and forwarded to the Chairman.

The final draft of the Manual is now under consideration.

### Guide to the Records

Cimpilation of a "Guide to the Records in the National Archives of India" was continued during the period under review. In addition Abstract Lists of the following records were prepared :

- (a) Foreign and Political Department, 1860—1954,
- (b) Military Department 1779—1859.

### Library

During the period under review 140 books were purchased and 2,100 Periodicals, Gazettes, Lok Sabha and Rajya Sabha debates, Annual Administration Reports were acquired. 3,437 files were also amalgamated

### हिन्दी अनुभाग

राजभाषा अधिनियम 1976 के अनुसार सरकारी कामकाज में हिन्दी के अधिकाधिक प्रयोग के बारे में राजभाषा विभाग (गृह मन्त्रालय) द्वारा समय-समय पर आदेश दिये जाते रहे हैं। हिन्दी अनुभाग ऐसे सभी अनुदेशों का पालन करने के लिए समय-समय पर निदेश जारी करता है। 1977-78 के दौरान हिन्दी में 3,867 पत्र प्राप्त हुए, जिनमें से 1,012 पत्रों के हिन्दी में उत्तर दिये गये और 2,855 पत्रों पर कोई अपेक्षित कार्यवाही नहीं की गई, केवल सूचनार्थ थीं। ऐसे ही 1977-78 के दौरान इस विभाग से 236 पत्र हिन्दी में मूलरूप से भेजे गए। संसदीय राजभाषा समिति ने संस्कृति विभाग का दौरा 5 नवम्बर 1977 को किया जिसमें निदेशक जी के आदेश पर हिन्दी अधिकारी ने भाग लिया। उसके अतिरिक्त शिक्षा तथा समाज कल्याण (शिक्षा विभाग) की तिमाही राजभाषा कार्यान्वयन समिति की बैठक में भी निदेशक जी के आदेश पर 16-2-78 की बैठक में हिन्दी अधिकारी ने भाग लिया।

निदेशक महोदय की अध्यक्षता में राजभाषा कार्यान्वयन समिति, प्रत्येक तिमाही बैठक में राजभाषा के अनुदेशों और हिन्दी शिक्षण योजना के अधीन कर्मचारियों को हिन्दी प्रशिक्षण, हिन्दी टंकण और हिन्दी आशुलिपि पर हुई प्रगति पर समीक्षा करती है। 1977-78 में 4 राजभाषा कार्यान्वयन समिति बैठक हुईं जिनको मिला कर अब तक 34 बैठकें हो चुकी हैं।

1976 को वार्षिक रिपोर्ट द्विभाषी रूप (हिन्दी और अंग्रेजी) में प्रकाशित की गई। 95 कार्यालय आदेश तथा अधि-सूचनाएं, 18 विभागीय फार्म, 11 हिन्दी भाषी राज्यों को भेजे जाने वाले पत्रों, तथा 50 केपशन्स (भारतीय ऐतिहासिक अभिलेख आयोग से सम्बन्धित) का हिन्दी अनुवाद किया।

राष्ट्रीय अभिलेखागार, नई दिल्ली, भोपाल और जयपुर कार्यालयों में प्रयोग होने वाली सभी अंग्रेजी मोहरों श्रेणी 1 और 2 के अधिकारियों की निजी मोहरों, नामपट्ट तथा साइन बोर्डों का द्विभाषी रूप में अनुवाद तैयार, करने का कार्य अदेश किया गया ।

### Exhibition

In order to bring Archives closer to the Public, an exhibition of Persian documents and manuscripts was organized. It was in response to the request made by Jawaharlal Nehru University, on the occasion of the First Summer Institute for Persian teachers organized by them in collaboration with Iranian Cultural Foundation, Tehran. Various documents and manuscripts covering the period 1289—1885 were displayed on the occasion. The exhibition was inaugurated on 30th May, 1977 and was visited by a number of visitors.

### NATIONAL ARCHIVES OF INDIA, BHOPAL

**Administration :** The Regional Office of the National Archives of India was established at Bhopal in November, 1954 and is headed by the Keeper of Records working under direct administrative control of the National Archives of India.

**Budget :** During the period under review a sum of Rs. 2,30,920 was spent on non-plan side out of the budget provision of Rs. 2,47,500. On the Plan side, a sum of Rs. 79,730 was spent out of budget provision of Rs. 1,87,430. For 1978-79 a budget provision of Rs. 2,90,000 is made on the non-plan side and Rs. 87,000 on plan side.

**Building :** The Regional Office, National Archives of India, Bhopal, has its own building.

**Record Management :** 9,355 files covering the years 1860—1904, and belonging to the Government of India, Home Department, under the various branches viz. Establishment 'A', Jails 'A', Judicial 'A' and Commerce and Industry Department were examined and check listed.

**Research and Reference :** Three scholars availed themselves of research facilities and 5 queries from private agencies/individuals were attended to. Besides, 1940 records by research scholars and 3 by Government agencies were requisitioned.

**Publication Programme :** Having already brought out First 4 volumes of Descriptive List of Mutiny Papers, work on Volumes V, VI, VII and VIII is continued.

**Preservation of Records :** 29,590 sheets and 28 maps were flattened, 15,775 sheets and 2 maps were repaired, 354 sheets were repaired with acetate foil, 31,181 sheets were guarded and 196 volumes and 66 maps were bound.

**Photo Duplication :** The Department does not have any Microfilming Unit.

**Library :** 109 books were acquired.

## Record Centre (National Archives of India), Jaipur

**Administration :** Out of four Gazetted (class I and class II) and 19 non-gazetted (class III and class IV) posts sanctioned for the Record Centre, three gazetted and 15 non-gazetted posts have been filled.

During the period under report one post of Sweeper-cum-farash and one post of night watchman have been sanctioned.

**Budget :** During the period under report a sum of Rs. 1,93,781.55 was spent out of provision of Rs. 3,00,000 on plan side. For 1978-79 a budget provision of Rs. 1,44,000 has been made on plan side.

**Building :** The Record Centre at present is functioning in a rented building situated at Bapu Nagar, Jyoti Marg, Jaipur.

**Record Management :** With a view to collect an up to date data of record holdings lying with the Departments of the Central Government in the Rajasthan Region, a circular letter was issued to all the Departments and replies received have been tabulated.

Approximately, 4,511 files were received from National Archives of India, New Delhi, for housing them in the Record Centre. The work of arrangement of records has since been completed.

In addition 1049 files covering the period from 1959—69 from M/s Hindustan Salt Ltd., Jaipur, and approximately 1175 files from Salt Commissioner's Office Jaipur, covering the period from 1908—1969 were acquired.

**Reference Media :** The preparation of subject listing of records of the erstwhile Tariff Commission was completed. The work of subject listing of records of M/s. Hindustan Salt Ltd., has now been undertaken.

**Research and Reference :** 3 requisitions were attended to.

**Preservation of Records :** During the period under report a Preservation Unit was set up in the Record Centre to attend to the rehabilitation of records.

During the period under report, the following work relating to preservation was attended to :

|                                   |                |
|-----------------------------------|----------------|
| 1. Stitching . . . . .            | 305 Files.     |
| 2. Hand Lamination. . . . .       | 415 Sheets.    |
| 3. Full pasting . . . . .         | 2,213 Sheets.  |
| 4. No. of minor repairs . . . . . | 8,101 Pages.   |
| 5. Tissue repair . . . . .        | 87 Sheets.     |
| 6. Guarding . . . . .             | 17,588 Sheets. |
| 7. Flattening & Opening . . . . . | 33,466 Pages.  |

**Library :** 22 books on the History of Rajputana were purchased.

## Significant Developments since the close of the Financial Year

Dr. S. N. Prasad, Director of Archives attended the Executive Committee meeting of SWARBICA held at Srinagar from 6th to 10th April 1978. He also attended the Colloquium on Oral History sponsored by National Archives of Malaysia at Penang from 8th to 11th May 1978 and the General Conference of SWARBICA from 12th-13th May as a representative of the Executive Committee of the International Council on Archives.

The Director also visited the Eastern States viz., West Bengal, Assam, Meghalaya and Arunachal Pradesh to render advice and guidance for formulating proposals for the Sixth Five-Year Plan. In the same connection the Deputy Director of Archives visited Madhya Pradesh and Tamil Nadu.

Shri S. A. I. Tirmizi, Deputy Director of Archives attended a meeting of the Consultative Group to UNESCO Bulletin for Libraries held at Paris on 1st-2nd June, 1978 at the invitation of UNESCO and succeeded in persuading the Group to include Archives in the title of the periodical in as much as Archives constitute an important component of the General Information Programme of the UNESCO.

To familiarize the public in general with our activities the Department organized an "Archives-Week" (7th—13th August, 1978). Apart from holding an exhibition entitled "Our Heritage" it also invited "Open House" visits to Record rooms, Preservation and Conservation branches. About 3,000 people including Vice-Chairman Rajya Sabha, Minister for Education and Social Welfare and other important dignitaries visited the exhibition.

Ministry of Information and Broadcasting has included the making of a documentary film on the National Archives of India in their production programme of 1977-78. The producer Kumari Aruna Vasudeva has since visited the Department twice and the work is making steady progress.

## ANDHRA PRADESH

1976-77

**Administration :** Sri S. Venkataramaiah, I. A. S., continued as the Director, State Archives, Andhra Pradesh Hyderabad. He was assisted by four Assistant Directors.

A proposal was submitted to the Government for the sanction of a separate post of Departmental Record Officer, the status of which may be that of a Deputy Director, to serve as a statewide touring officer for ensuring the proper management of records in Government Departments by regular inspection and advice. The said proposal is under consideration of the Government.

Sanction for the establishment of another regional branch office at Visakhapatnam was accorded by the Government, and accordingly it was established in the Andhra University campus, Waltair.

**Budget :** During the period under report provision was made for a sum of Rs. 12,03,300 on the non-plan side. In the plan budget a sum